 International Society for Neurochemistry

**Application for Support of ISN Schools**

When completed, application forms should be submitted to Prof. Ago Rinken via e-mail (ago.rinken@ut.ee) by the deadline.

**1. Contact details of the applicant(s):**

**Name(s):**

**Address(s):**

**Tel No(s):**

**Fax No(s):**

**Email address(es):**

**ISN member No(s):**

**ISN member since:**

**2. Title and Theme of School:**

**3. Place and date of proposed School: (Please justify proposed choice of dates and location, including accessibility and safety)**

**4. Name of body organizing the School (when appropriate) and names of the organizing committee members:**

**5. Provide a short description of the school including its goals and target student population,**

**6. Provide a short justification for the relevance of the school to training in neurochemistry and financial support through ISN:**

**7. Provide a detailed outline of the school program (hourly, day by day activities; make sure**

**to include the requested presentation providing information about ISN in your program**

**outline):**

**8. Provide a description of the facilities and other resources available to the school:**

**9. Provide the names of school faculty, include their institutional affiliation, research area, role in the school and whether they have agreed to participate:**

**10. Describe how and where the school will be announced and advertised, and how students**

**can apply for the school:**

**11. Describe how the attending students will be selected; please include a list of selection**

**criteria and details on the selection process:**

**12. Provide an estimated number of students, estimated distribution of students by country, gender, and activities at the school (e.g., laboratory modules, poster sessions, etc).**

**13. Provide a description of the means to transport and house students and faculty: (justification is needed if faculty and students are not housed at the same hotel or accommodation venue)**

**14. Provide a detailed, itemized budget (in US $) including other sources of funds that are**

**available or planned (the budget may not include honoraria or business class airplane**

**tickets, nor other expenses that derive from other scientific events, temporally associated**

**with the proposed School); clearly mark the budget items for which funding through the**

**ISN schools initiative is requested or provide a separate list under point 15:**

**15. Amount requested from ISN in US$: (note that ISN will grant financial support for a school**

**up to a maximal amount of US$ 35,000)**

**16. Provide a justification (details and purpose) for the funds requested through the ISN**

**Schools Initiative:**

**17. List of previous applications for ISN support by the applicant(s) (organizer, group of**

**organizers or the organizing society) (rejected or granted and amounts)**

**I, as the chairperson of the organising committee, agree:**

1. to designate the school as an ISN school, to acknowledge ISN support in all publicity (school announcements, website, abstract book and other publications, etc) pertinent to the school, and to include the ISN logo in all school materials and announcements.

2. to include as part of the program a presentation that provides information about ISN, the benefits of an ISN membership, and the availability of application forms for ISN membership on the ISN’s website (<http://www.neurochemistry.org>).

3. to advertise the ISN school in the ISN News and via the ISN Social Media channels and to communicate a short informative statement with a photograph on the success of the ISN School via the ISN Social Media channels during and/or shortly after the school has finished.

4. to submit detailed reports on the school activities and budget, plus photographs suitable for reproduction, within one month of the end of the school to be made available to ISN members via the ISN webpage.

4. to assist the ISN in collecting data on the outcome of the school including follow-up on the attendees’ career development.

5. to spend the ISN funds in accordance with the ISN Schools Guidelines.

**Name(s) and Signature(s) of applicant(s):**

**Date:**